



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: *Organisation and management of Forum meetings provided for in Article 14 of Council Decision 2021/1764/EU ('Overseas Association Decision')*

Data Controller: *European Commission, Directorate General for International Partnerships (DG INTPA) Unit B3 'All Overseas Countries and Territories' (INTPA.B3)*

Record reference: DPR-EC-01063

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1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

This privacy statement concerns the processing operation *Organisation and management of Forum meetings provided for in Article 14 of Council Decision 2013/755/EU (‘Overseas Association Decision’)* undertaken by the European Commission, INTPA.B3 as presented below.

2. Why and how do we process your personal data?

Purpose of the processing operation: The European Commission collects and uses your personal information only for the organisation, preparation, management, follow-up communication and promotion of meetings within the framework of abovementioned Forum meetings.

More specifically, this concerns the following processing activities:

- communication activities such as sending e-mails and invitations (this entails the management of contact lists for correspondence);
- exchange of meeting documents (notably through information sharing and circulation of documents via e-mail and sharing of information with other Commission services to follow-up on the Forum meeting concerned;
- possible audio-visual recording of the meetings for the purpose of drafting minutes and summary records (see Record of Processing DPR-EC-01937 (Audio-visual recording of meetings)).
- publication of minutes of meetings, including list of participants. The minutes and the list of participants include the names of individuals appointed as member representative of the Overseas Countries and Territories or the related Members States. The minutes may also include the positions of these individuals.
- Pictures might be taken and meetings might be recorded (audio and/or video) in the context of the Forum, and published on the [19th Forum PTOM-UE Ministerial Conference of OCTA](#) for promotion purposes.

Due to the transparency policy of the EU institutions, summary records of Forum meetings and list of authorities represented at the meetings may be published.

They are in particular transmitted to the OCTA (the Overseas Countries and Territories Association), OCTs’ legal representative entity (asbl) based in Brussels, which is submitted to data protection provisions under the Belgian law.

3. On what legal ground(s) do we process your personal data

We process your personal data, because:

- a) processing is necessary for the performance in the exercise of official authority vested in the Union institution or body;
- b) processing is necessary for compliance with a legal obligation to which the controller is subject.

The basis for the processing referred to in points (a) and (b) of paragraph 1 has been laid down in the following Union law: Article 198 of the Treaty on the Functioning of the European Union and Council Decision 2021/1764/EU ('Overseas Association Decision').

4. Which personal data do we collect and further process?

In order to carry out this processing operation the Data Controller may collect the following categories of personal data of participants:

- Personal data necessary for organising and managing meetings such as gender (Mr/Ms), name, organisation to which he/she belongs, e-mail address, phone/fax number;
- Personal data necessary for security such as ID card/Passport number and date of birth, name, surname, organisation he/she belongs to, gender;
- Personal data necessary for establishing the attendance list and the minutes: signature, audio-visual recording of the Forum (and related meetings).
- Personal data collected for communication and promotion purposes: photos and audio-visual recording of the Forum (and related meetings).

The provision of such personal data is mandatory in order to allow for the organisation of the meeting.

We have obtained your personal data either directly from you, via the Ministry or National Authority you work for or via the Permanent Representation of your country in Brussels.

5. How long do we keep your personal data?

The Data Controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for a maximum of 5 years after last meeting you have attended. The documents are transferred to the Historical Archives for permanent preservation, but they do not contain personal data.

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored. All processing operations are carried out pursuant to [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission, and by the confidentiality obligations deriving from the General Data Protection Regulation ('GDPR' - [Regulation \(EU\) 2016/679](#)).

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration

the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to the Commission staff authorised for carrying out this processing operation and to other authorised Commission staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The access to all personal data related to the Forum meetings is UserID/Password protected and only accessible for the authorised Commission staff member(s). They are, in particular: the Chairperson and its supporting team within the relevant operational service indicated above and staff of other Commission services that are involved with the organisation of the meeting or implementation of the same EU policies or programmes.

More specifically, the following Commission staff have access to certain parts of the personal data:

- Authorised staff of other European Commission departments involved in the policy follow-up to a specific Forum meeting.

By way of exception, some personal data can in particular be transmitted to the OCTA (the Overseas Countries and Territories Association), OCTs’ legal representative entity (asbl) based in Brussels which is submitted to the same provisions under the Belgian law. OCTA may forward this information to OCT official participants.

Where necessary, we may also share your information with service provider(s) for the purposes of organising the Forum and related meetings: B&S Europe, *Boulevard de la Woluwe 2, BRUXELLES, 1150*, Belgium and their sub-contractor(s).

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

8. What are your rights and how can you exercise them?

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access your personal data and to rectify them in case your personal data is inaccurate or incomplete. Under certain conditions, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing and the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725, on grounds relating to your particular situation.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

Any request for access to personal data will be handled within one month. Any other request mentioned above will be addressed within 15 working days.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller:

European Commission, DG INTPA/B3: INTPA-B3@ec.europa.eu

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-01063 .